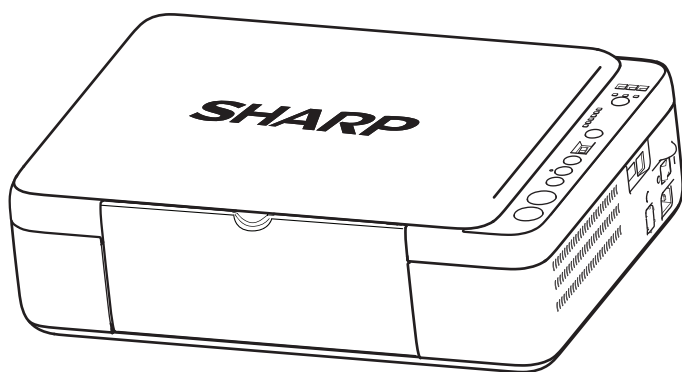


SHARP®

Model: AL-1035-WH
AL-1035-WH A

DIGITAL MULTIFUNCTIONAL SYSTEM

OPERATION GUIDE



Copier



Printer



Scanner

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INTRODUCTION

This Operation Guide describes how to use the AL-1035-XX digital multifunctional system. Please substitute the name of your model for "XX".



- For any "AL-XXXX" in this manual, please replace the "XXXX" with your model.
- The screen images and steps in this manual are for the Windows XP version. The screen images for other Windows versions may be different.
- For the information on the operating system, please refer to your operating system manual or online Help.
- This manual has been prepared to cover as many issues as possible. If you have any questions, please contact the dealer or nearest authorized service representative.
- This product has undergone strict quality control and inspection procedures. In the unlikely event that a defect or other problem is discovered, please contact your dealer or nearest authorised service representative.
- Aside from instances provided for by law, SHARP is not responsible for failures occurring during the use of the product or its options, or failures due to incorrect operation of the product and its options, or other failures, or for any damage that occurs due to use of the product.

Warning

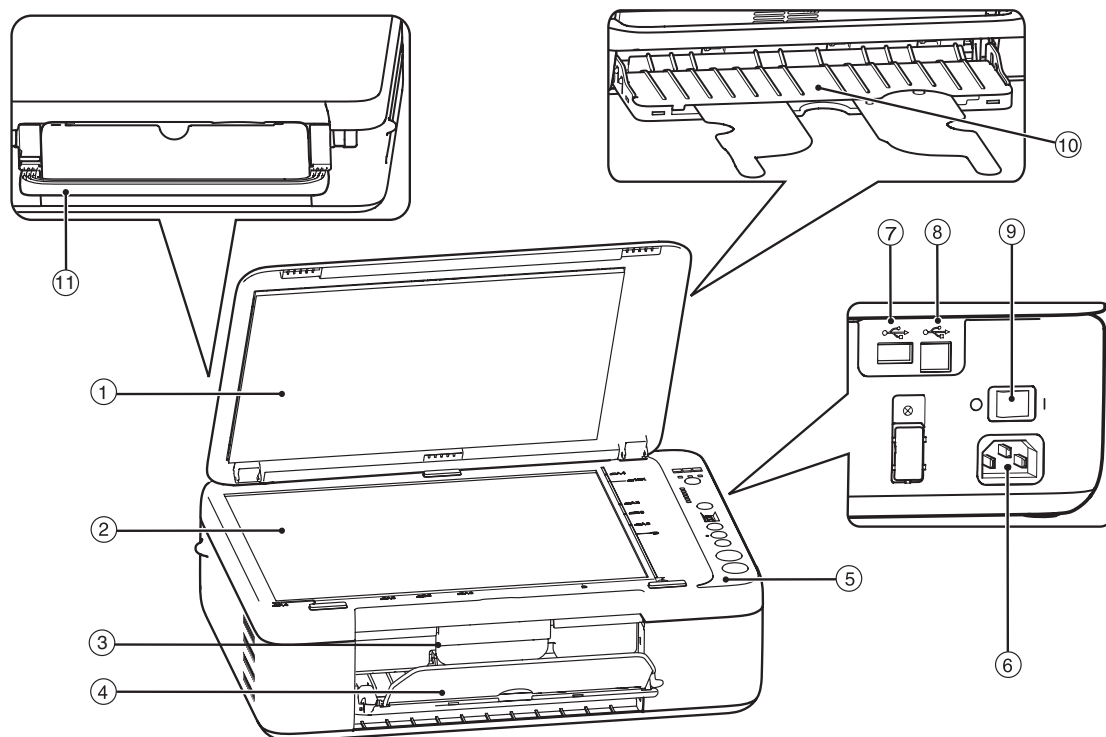
- Reproduction, adaptation or translation of the contents of this guide without prior written permission is prohibited, except as allowed under copyright laws.
- All information in this guide is subject to change without notice.

The display screens, messages, and key names shown in this Guide may differ from those on the actual machine due to product improvements and modifications.

This chapter contains basic information that should be read before using the machine.

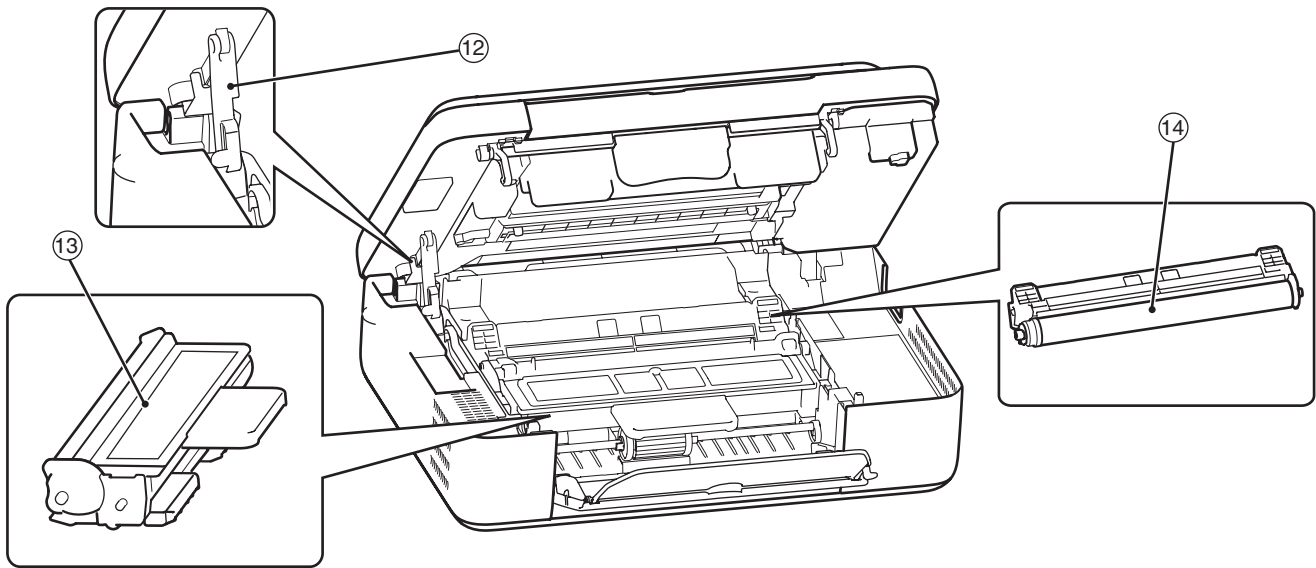
PART NAMES AND FUNCTIONS

Exterior



- ① **Document cover**
Open this cover to make copies from the document glass.
- ② **Document glass**
Place an original that you wish to scan face down here. (Page 15)
- ③ **Scanner document glass locking handle**
- ④ **Feed tray**
Expand this tray to place paper. (Page 9)
- ⑤ **Operation panel**
It contains the operation keys and indicators and is used to select functions and enter the number of copies. (Page 5)
- ⑥ **Power line connector**
- ⑦ **USB 2.0 connector (A type)**
It is used to connect the USB device (USB memory) to the machine to use the "SCAN to USB" function. (Page 29)
- ⑧ **USB 2.0 connector (B type)**
It is used to connect the machine to your computer to use the print and scan functions. (Page 14)
- ⑨ **Power switch**
Press to turn the machine power on and off. (Page 6)
- ⑩ **Output tray**
Pull this tray out to receive the finished document.
- ⑪ **Handle**
Pull this handle to move the machine easily.

Interior



⑫ Support bar

Support the machine cover with this bar when replacing the toner cartridge and drum cartridge. To close the machine cover, support the cover with your right hand, gently lift the green-marked support bar and pull to the half-close position, and then gently lift the bar again until the cover is completely closed.

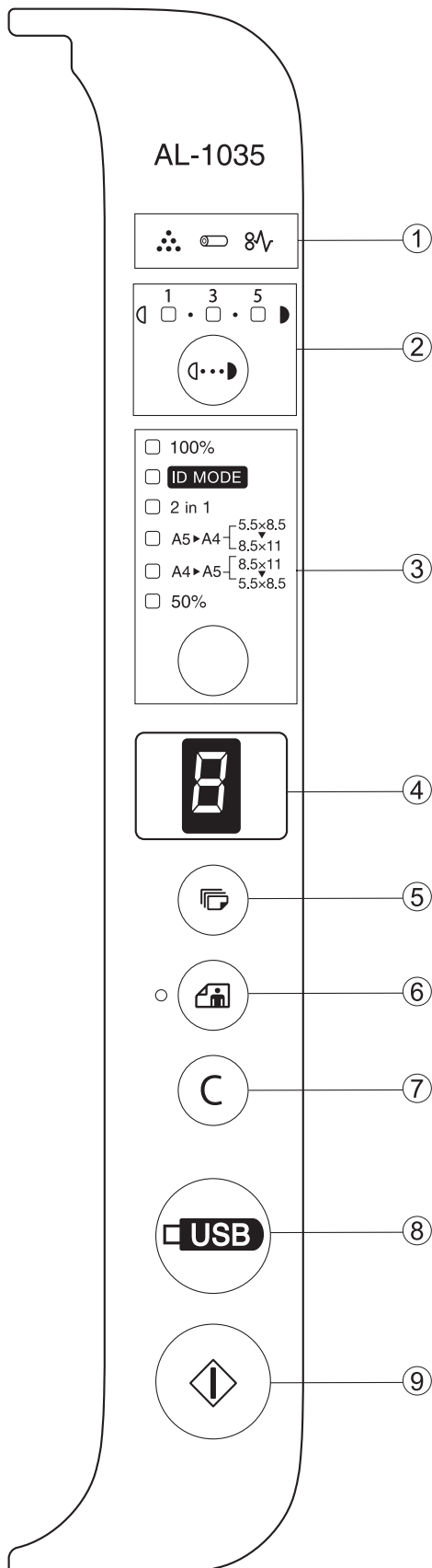
⑬ Toner cartridge












It contains toner. When the machine runs out of toner, please replace with a new toner cartridge. [\(Page 45\)](#)

⑭ Drum cartridge

Copy images are formed on the drum cartridge. When the drum cartridge reaches life, please replace with a new drum cartridge. [\(Page 46\)](#)

OPERATION PANEL



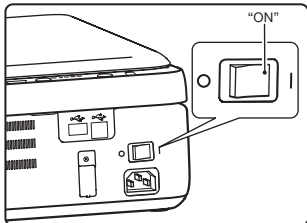
- ① **Alarm indicator**
 [] "Toner cartridge replacement required" indicator (Page 45)
 [] "Drum cartridge replacement" indicator (Page 46)
 [] "Misfeed" indicator (Page 42)
- ② **Density key ()/Indicator**
 It is used to adjust the MANUAL or PHOTO exposure level. (Page 16)
- ③ **Mode select key ()**
 Press the mode select key (), you can select the ratio (100%, A5 ▶ A4, A4 ▶ A5 and 50 %), ID MODE and 2-in-1 mode. (Page 17, Page 18, Page 19)
- ④ **LED indicator**
 It is used to indicate the number of copies, "out of paper", "misfeed" and error code. (Page 42)
- ⑤ **Copy Count key ()**
 It is used to set the number of copies. (Page 15)
- ⑥ **Photo mode key ()/Indicator**
 Press the [PHOTO MODE] key () to copy the image originals (e.g., photo). (Page 16)
- ⑦ **Clear key ()**
 It is used to clear the displayed number of copies or to terminate a copying task. The total number will be displayed if you press and hold this key. (Page 6)
- ⑧ **SCAN to USB key**
 Press this key to scan the originals to the USB device (USB memory). (Page 29)
- ⑨ **Copy Start key ()**
 Press this key to copy start. (Page 15)

POWER ON AND OFF

The power switch is at the right side of the machine.

POWER ON

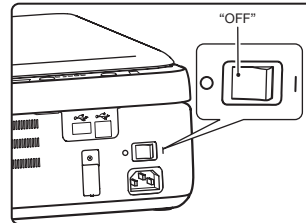
Turn the power switch to the "ON" position.



It takes about several seconds for the machine to warm up. The machine can start copying only after warm-up. However, you can change settings and press the [COPY START] key (Ⓢ) during warm-up. The copying will start immediately after warm-up.

POWER OFF

Be sure to turn the power switch to the "OFF" position when it is not being used.



When the machine is powered off during an operation, misfeed may occur, and the task being processed will be cancelled.



- Upon the startup of the machine, or when the [CLEAR] key (Ⓢ) is pressed twice, the machine will be restored to its initial settings. When the machine is restored to its initial settings, all the settings and selected functions will be cancelled.
- If no operation is performed in 3 minutes, the machine will automatically enter auto power shut off mode.
- When the machine restores to the initial status after resolving the misfeed, do not turn off the power supply.

Auto power shut off

The auto power shut off mode helps to reduce the total power consumption and the running cost. It also helps to save natural resources and reduces environmental pollution.

If no operation is performed in 3 minutes when the machine is on, the machine will automatically enter auto power shut off mode (The 100% ratio indicator will flash, and all the other indicators will be off). To restore normal operation, press any key on the operation panel. The normal mode will be resumed when the machine receives any printing task.


Initial setting

Upon the startup of the machine, or when the [CLEAR] key (Ⓢ) is pressed twice, or when it has been left untouched for 1 minute after finishing a task, the machine will be restored to its initial settings.

Copy ratio: 100%, **Exposure:** 3

Copy count: 0, **All special copier modes:** OFF

LOADING PAPER

When there is no paper on the feed tray, the "paper required" indicator () will be on.

The output tray must be expanded before normal copying or printing operations, otherwise, the machine will not warm up.

PAPER

To achieve the best result, please use the paper recommended by SHARP.

Paper type	Size	Weight	Capacity
Standard paper	A4	56g/m ² to 80g/m ² *1	40 pieces *2 (Standard paper: 80g/m ² , the feeding height shall be less than the paper guide size limit.)
Recycled paper	A5 A6 8.5 × 11*4 5.5 × 5.5*4		
Thick paper*3		91g/m ² to 128g/m ²	–
Thin paper		56g/m ² to 59g/m ²	–
Labels	–	–	–

*1 When printing a large amount of copies or using the 80g/m² paper, empty the output tray every time when 10 sheets have been printed. Otherwise, a pile-up error may occur.

*2 The quantity of paper loadable to the feed tray differs for different paper weights.

*3 If a feeding error occurs when using thick paper, you will need to load the paper one sheet at a time into the feed tray.

*4 Applicable for the inch system.

Special paper

Please observe the following standards when using special paper.

- **When using paper not recommended by SHARP, please operate in single-sheet mode (do not try to perform continuous copying or printing)**
- **There are many types of special paper, some of which cannot be used in this machine. Before using special paper, please contact the authorized service department.**
- **Before using paper not recommended by SHARP, please carry out a copying test to check if it is suitable.**

Print side face up

Load the paper with the print side face up according to the paper type.

Paper that cannot be used

- Special media for inkjet printers (fine paper, glossy paper, glossy film, etc.)
- Carbon paper or thermal paper
- Irregularly shaped paper
- Pasted paper, stapled paper, paper with clips
- Damp paper
- Paper with folds marks, torn paper or curled paper
- Paper with a wave-like pattern due to moisture absorption
- Transparent film
- Thin paper less than 56g/m²
- Paper that is 128g/m² or heavier

Non-recommended paper

- Iron-on transfer paper
- Paper which reverse side has been printed by other printer or multifunctional device
- Paper which printing surface has been printed by another printer or multifunctional device
- Perforated paper
- Postcards without folds



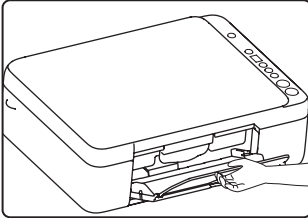
- Various types of plain paper and special media are sold. Some types cannot be used with the machine. Contact your dealer or nearest authorised service representative for advice on using these types of paper.
- The image quality and toner fusibility of paper may change due to ambient conditions, operating conditions, and paper characteristics, resulting in image quality inferior to that of SHARP standard paper. Contact your dealer or nearest authorised service representative for advice on using these types of paper.
- The use of non-recommended or prohibited paper may result in skewed feeding, misfeeds, poor toner fusing (the toner does not adhere to the paper well and can be rubbed off), or machine failure. Before using non-recommended paper, check if printing can be performed properly.

PAPER FEEDING

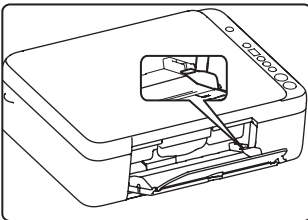
Ensure that the machine is not printing or copying, and carry out paper feeding according to the following steps.

Feeding the feed tray

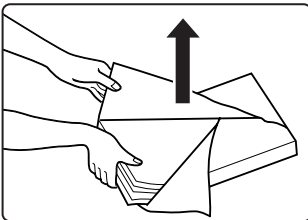
1 Expand the feed tray.



2 Adjust the paper guide to the proper position according to the paper size.



3 Load the paper onto the feed tray.

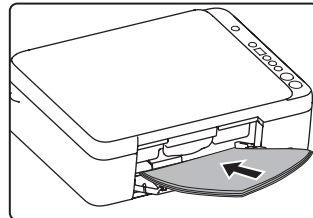


Open the paper package, flip the paper fully, and then load into the tray.

Note

- The loaded paper cannot exceed the limit of the paper guide (max. 40 pieces).
- Do not add paper onto the loaded paper. Otherwise, several pieces of paper will be fed into the machine at one time.
- To add paper, remove the paper remaining on the feed tray and combine them into one stack before loading. The size and type of the added paper shall be consistent with the previous one.
- Do not use paper smaller than the size of the original. Otherwise folding or an incomplete image may be resulted in.
- Do not use paper that has been printed by another printer or multifunction device. Otherwise, a folded or corrupted image may be resulted in.
- When printing on the reverse side of previously printed paper, the paper must be loaded one sheet at a time. Loading more than one sheet at a time may cause misfeeds or dirty.

4 Place the paper completely on the feed tray.



Note

- In the case of a misfeed, tidy the paper and reload it.
- Flatten curled paper before using it.
- When loading the paper, align with the proper position on the paper guide.
- When misfeed occurs, rotate the paper 180 degrees and reload.

OPERATION IN COPY, PRINT AND SCAN MODE

When using the machine in COPY, PRINT or SCAN mode, some operations cannot be run simultaneously.

Mode		COPY	PRINT	Scan to computer	SCAN to USB
COPY	COPY key input	Yes	Yes	Yes	No
	In the copying process		No	No	No
PRINT	In the printing process	No		No	No
SCAN	In the process of Scan Preview/scanning	No	Yes		

SOFTWARE INSTALLATION

BEFORE SOFTWARE SETUP

This chapter describes how to install the software necessary for the printing and scanning functions of this machine.

Software

The CD-ROM that accompanies the machine contains the following software:

Software

Printing driver

The printer driver enables you to use the printing function of the machine.

Scanning driver

The scanning driver enables you to use the scanning function of the machine in the TWAIN compliant applications.

Hardware and software requirements

Before installing the software, please confirm the following hardware and software requirements.

Computer type	The computer that is compliant with IBM PC/AT and configured with USB 2.0*1 interface
Operating system*2	Windows 2000, Windows XP*3, Windows Vista*3, Windows 7*3
Other hardware requirements	A system environment that can fully run the above operating systems

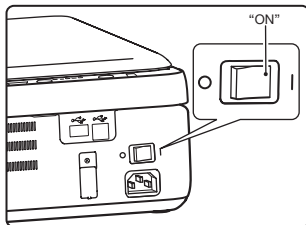
*1 Only when the computer is preinstalled with the Microsoft USB 2.0 driver or installed with the USB 2.0 driver provided by Microsoft in "Windows Update" for the Windows 2000/XP/Vista/7 system can the USB 2.0 interface of the machine transmit data with the standard speed of USB 2.0 (high speed).

*2 Using the installer for the installation of software requires administrator authority.

*3 Includes the 64-bit operating system.

Power on the machine

The power switch is at the right side of the machine.



Turn the power switch to "ON" position.

SOFTWARE INSTALLATION



The screen images in this Guide are for Windows XP. The screen images for other Windows version are different.

1 The USB cable shall not be connected to the machine. Be sure that the cable is not connected before the installation.

If the machine is connected with the cable, the screen will display a Plug and Play window. In this situation, click the "Cancel" button to close the window, and disconnect the cable.



The USB cable is connected in step 10.

2 Insert the "Software CD-ROM" CD-ROM into your CD-ROM drive.

3 Click "start" button, click "my Computer" (), and then double click the CD-ROM icon ().

- In Windows Vista/7, click "start" button, click "Computer", and then double click the CD-ROM icon.
- In Windows 2000, double click "my Computer", and then double click the CD-ROM icon.

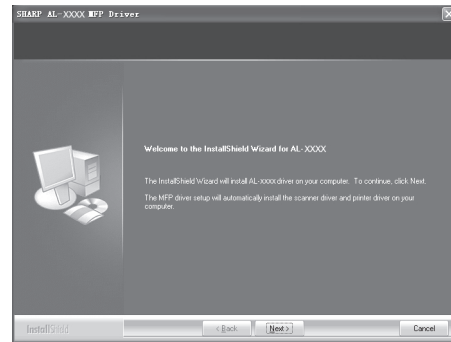
4 Double click "Setup" icon ().

In Windows Vista /7, if a message window appears asking for your confirmation, click "permit".

5 The language selection screen will appear. Select your desired language, and then click the "next" button.

6 Read the welcome message, and then click the "next" button.

7 Select the installation position, and then click the "next" button.



8 When the "finish" screen appears, click the "finish" button.

9 Ensure that the machine is on, and connect the machine and your computer with the USB cable (page14).

Windows will detect the machine and display the Plug and Play screen.

10 Start to install the driver.

"SHARP AL-XXXX Scanner" appears in the "locate new hardware wizard" dialog box. Select "install the software automatically (recommended) ", and then click the "next" button. Operate according to the instructions on the screen.

The "locate new hardware wizard" dialog box appears again, displaying "SHARP AL-XXXX Printer". Select "install the software automatically (recommended) ", and then click the "next" button. Operate according to the instructions on the screen.

 **Caution**

- If you are using Windows Vista /7
If a security warning window appears, be sure to click "Install this driver software anyway".
- If you are using Windows 2000/XP
If a warning message for Windows logo test or digital signature appears, be sure to click "Continue Anyway" or "Yes" button.

The software installation is completed at this time.

CONNECTING TO THE COMPUTER

Connect the machine to your computer according to the following steps.

Connecting the cable

USB cable

Shielded pair cable with high-speed transmission.

If a USB 2.0 interface is used for connecting the machine, please use a USB cable that supports USB 2.0.

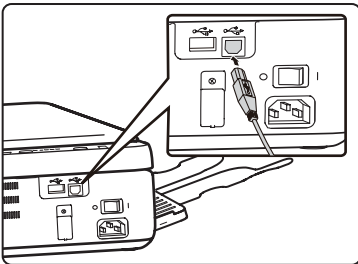


USB is available with a PC that is configured with a USB driver and preinstalled with Windows 2000, Windows XP, Windows Vista or Windows 7.

Connecting the USB cable

1 Insert the cable into the USB interface of the machine.

2 Insert the other end of the cable into the USB interface of your computer.



System requirement of USB 2.0 (for high-speed mode)

If the computer is preinstalled with a Microsoft USB 2.0 driver or installed with a USB 2.0 driver for Windows 2000/XP/Vista/7 through "Windows Update", the USB 2.0 interface of the machine is able to transmit data at the standard speed of USB 2.0 (high speed).

2

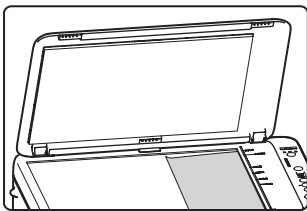
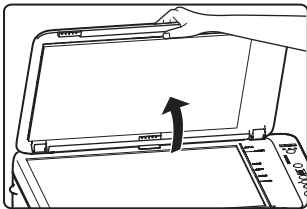
Chapter 2 COPY FUNCTIONS

This chapter explains how to use the copy functions.

NORMAL COPYING

This section explains how to make a regular copy.

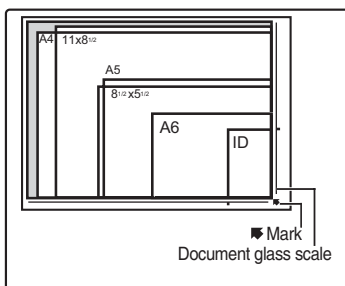
1 Open the document cover and place the original.



Place the original face down on the document glass.

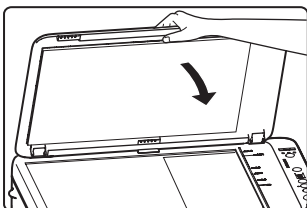
[How to place the original]

The corners of the original shall be aligned with the tip of the arrow mark (➤) on the scale mark of document glass.



An original up to A4 can be placed on the document glass.

2 Close the document cover.



Be sure to close the document cover after placing the original. If left open, the areas outside the original will be copied black, causing excessive use of toner.

3 Set the number of copies with the [COPY COUNT] key (Ⓢ).

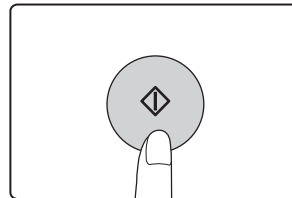
Up to 9 copies can be set.

A Single copy can be made even if "0" appears for the number of copies.



If you set the wrong number of copies, press the [CLEAR] key (Ⓢ) and then enter the correct number.

4 Press the [COPY START] key (Ⓢ) to copy start.



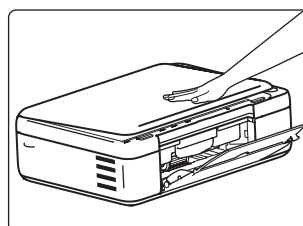
The copy is delivered to the paper output tray.



- Remove the paper on the output tray whenever 10 sheets have been delivered.
- About 1 minutes after copying ends, the copy settings will restore to the initial settings.
- Press the [CLEAR] key (Ⓢ) to stop copying in the middle of a run.

Copying books or originals with folds or creases

Press down the document cover, while copies as shown. If the document cover is not completely closed, shadows may appear on the copy or it may be fuzzy. Flatten originals with folds or creases well before printing.



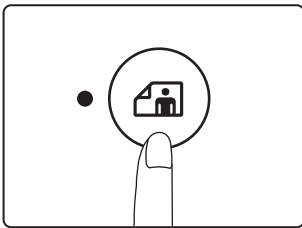
MAKING A COPY DARKER OR LIGHTER

If you wish to select the exposure level by yourself, follow the steps below. (Each original type has five exposure levels.)

Original type

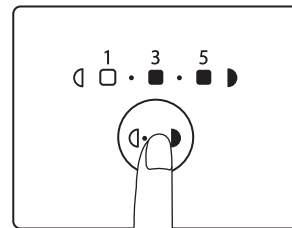
- MANUAL ... Adjust the copy exposure levels as needed to facilitate reading.
- PHOTO Halftones in the photo are reproduced with greater clarity.

1 If the original type is PHOTO, press the [PHOTO MODE] key.



When this key is pressed, the [PHOTO MODE] indicator will be light.

2 Press the [DENSITY] key (⊕) to adjust the exposure level (1 (light) to 5 (dark)).



The sequence for displaying the exposure levels when the [DENSITY] key (⊕) is pressed: level 3 → level 2 → level 1 → level 5 → level 4.

If exposure level 2 or 4 is selected, the two indicators of 1, 3 or 3, 5 will light simultaneously.



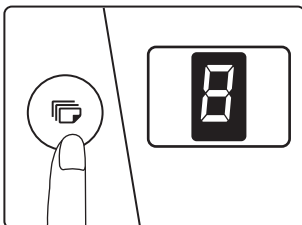
Note

Exposure value guidelines

- 1 - 2 Dark originals like newspapers
- 3 Originals with common exposure levels
- 4 - 5 Color text, text written in pencil or light-colored text

SETTING THE NUMBER OF COPIES

Press the [COPY COUNT] key (⊕) to set the number of copies.



- The set number of copies appears in the display. A maximum of 9 copies can be set.
- If you wish to make only a single copy, copying is possible with the display showing "0".




If you enter the wrong number, press the [CLEAR] key (⊖) and enter the correct number.

REDUCTION/ENLARGEMENT

With the ZOOM function, you can select copy ratio between AB system: A5 → A4 (141%), A4 → A5 (70%), Inch system: 5.5X8.5 → 8.5X11(129%), 8.5X11 → 5.5X8.5 (64%), and 50%.


The method for enlarging or reducing the copies is described below.

With the [MODE SELECT] key (), you can manually select the ratio of reduction or enlargement.

Selectable ratios:

Original position	Selectable ratios
Document glass	AB system: A5 → A4 (141%), A4 → A5 (70%) and 50% Inch system: 5.5X8.5 → 8.5X11(129%), 8.5X11 → 5.5X8.5 (64%) and 50%

MANUAL RATIO SELECTION

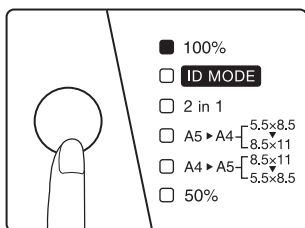
Copies can be reduced down to A4 → A5 (70%), (8.5X11 → 5.5X8.5 (64%)) and 50%, or enlarged up to A5 → A4 (141%), (5.5X8.5 → 8.5X11(129%)). Press the [MODE SELECT] key () to select a ratio.

1 Place the original on the document glass.




Be sure to close the document cover after placing the original. If left open, the area outside the original will be copied black, causing excessive use of toner.

2 Use the [MODE SELECT] key () to select the desired copying ratio.



Selecting a fixed ratio

Press the [MODE SELECT] key () and select a fixed ratio (AB system: A5 → A4 (141%), A4 → A5 (70%), and 50%.

Inch system: 5.5X8.5 → 8.5X11(129%), 8.5X11 → 5.5X8.5 (64%) and 50%.




Select the correct paper according to the ratio, otherwise, the image will be printed outside the paper.

3 Set the number of copies and other settings, and then press the [COPY START] key ().

The copy will be delivered to the paper output tray.



To return the ratio to 100%, press the [MODE SELECT] key () until the 100% indicator lights up.

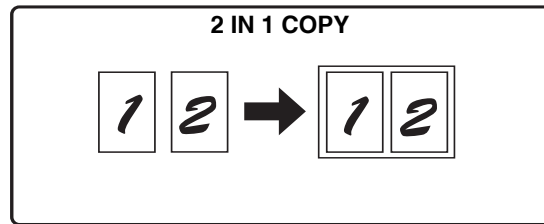
CONVENIENT COPY FUNCTIONS

This section explains major convenient copy functions.

COPYING TWO ORIGINALS ONTO A SINGLE SHEET OF PAPER (2 IN 1 COPY)

Two originals can be copied onto a single sheet of paper in a selected layout pattern.

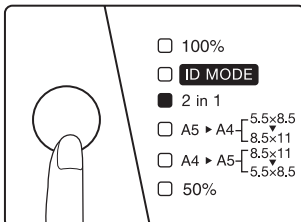
This function is convenient for compiling two-page reference materials into a compact format, or for providing an overview of two pages of a document on a single page.



- When using the document glass, reduction is possible to 50%. Certain combinations of original size, paper size, and number of images may result in images being cut off.
- 2 in 1 copy cannot be used in combination with the ID card copy function. (Page 19)

1 Place the first original. (Page 15)

2 Press the [MODE SELECT] key to select [2 in 1] until the indicator light.



The mode select sequence is as follows: "100%", "ID MODE", "2 in 1", "(AB system: A5→A4 (141%), A4→A5 (70%))", "Inch system: 5.5X8.5→8.5X11(129%), 8.5X11→5.5X8.5 (64%)", "50%".

3 Set the number of copies and other settings, and then press the [COPY START] key (Ⓢ).

4 When the "2 in 1" indicator lights, replace the original with the next original, and then press the [COPY START] key (Ⓢ).

The "2 in 1" indicator blinks, and the original is scanned into memory.



To clear the data in memory, press the [CLEAR] key (Ⓢ).

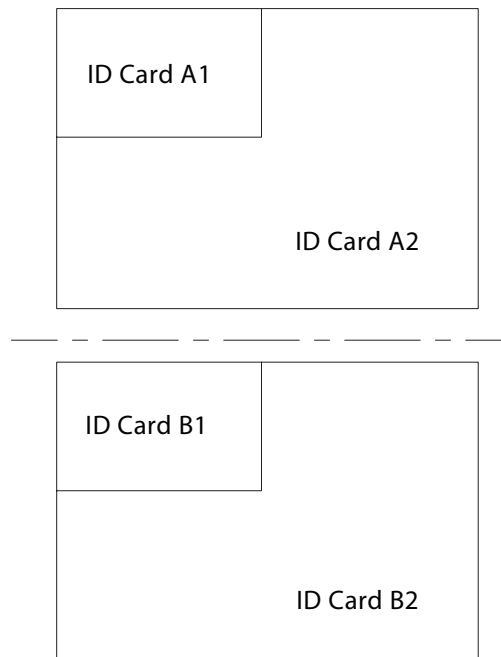
5 When the originals have been scanned, the copies will be delivered to the output tray.





- To cancel the 2 in 1 copying, press the [CLEAR] key (Ⓢ).
- To cancel the 2 in 1 copy mode, press the [MODE SELECT] key until the 2 in 1 indicator is off.

ID CARD COPY

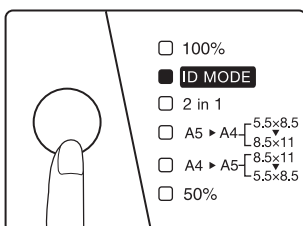
To print both sides of an ID card onto paper according to the specified pattern. The specified patterns for ID card copying are shown as follows.



- To copy an ID card, operate according to the following steps.
- ID Card Copy cannot be used together with 2 in 1 or manual ratio selection.
- Usable paper: A4 or letter.
- The image may be cut off even if paper of standard size is used.
- In ID Copy mode, the scan area and number of copies (1 copy) cannot be changed. By selecting ID Copy mode, the number of copies is automatically set to be 1 Copy.
- Maximum ID Card size: X 148mm, Y 210mm.
- Image loss: 1.5mm.
- Pressing the [SCAN to USB] key () instead of [COPY START] key () enables ID card scan on one document to USB device.

1 Open the cover, and place the ID card on the document glass, aligning it in portrait on the corner at the right side of the document glass ().



2 Press the [MODE SELECT] key and select [ID MODE] to light up its indicator.



The ID Copy indicator will light up. The original exposure level can be changed as needed.

3 Press the [COPY START] key ().



After scanning one side, press the [CLEAR] key (), the relevant data will be cleared. If you press the [CLEAR] key () again, the ID Copy mode will be cancelled, and it will return to the 100% copy mode.

4 Open the cover and turn the ID card over on the document glass.

When the LED indicator and ID Copy indicator both blink, turn over the ID card in time. If it is not turned over within 30 seconds, the copying will be cancelled.

5 Press the [COPY START] key () again.

When the scan is finished, Copy will begin.

3

Chapter 3

PRINTER FUNCTIONS

This chapter explains how to use the printer functions.

The procedure for loading paper is the same as for loading copy paper. Please refer to ["PAPER FEEDING" \(Page 9\)](#).



- Print jobs received while the machine is copying or scanning will be stored in memory. When the copy job is finished, the print jobs will begin.
- Printing is not possible when the front or side cover is opened for machine maintenance, or when a misfeed occurs or the machine runs out of paper or toner, or when the drum cartridge needs to be replaced.

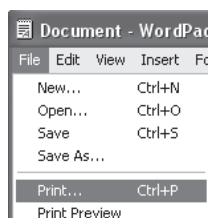
BASIC PRINTING

The following example explains how to print a document from "Wordpad", an standard accessory of application in Windows.

Before printing, make sure that the machine is ready, the output tray has been expanded, the printer driver has been installed, and the USB cable has been connected to the machine and computer.

1 Start Wordpad and open the document that you wish to print.

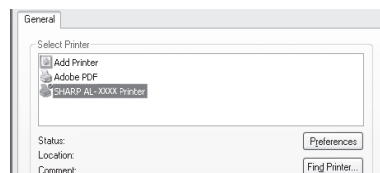
2 Select "Print" from the "File" menu of the wordpad.



The "Print" dialog box will appear.

3 Make sure that "SHARP AL-XXXX" is selected as the printer.

If you need to change any printing settings, click the "Preferences" button to open the printer driver setup screen.



The printer driver setup screen will appear.

Windows 2000 does not have the "Preferences" button in this dialog box. Select settings as needed on each of the tabs in the setup screen and click the "OK" button.

["PRINTER DRIVER SETUP SCREEN" \(Page 22\)](#)

["SETTING ADVANCED PRINTER FUNCTIONS" \(Page 23\)](#)

4 Click the "Print" button.



Printing begins. The prints will be delivered to the output tray.

If paper in the feed tray runs out during the printing

Add paper to the feed tray, and then press the [COPY START] key (⊕) to resume printing.
To cancel a printing task, press the [CLEAR] key (⊖).



- For the restrictions on the COPY/SCAN mode in the PRINT mode and the restrictions on the PRINT mode in the SCAN/COPY mode, please refer to "[OPERATION IN COPY, PRINT AND SCAN MODE](#)" (Page 10).

ACCESSING THE PRINTER DRIVER FROM THE "START" BUTTON

You can access the printer driver or change the driver settings through the "start" button of Windows. Settings adjusted in this way will be the initial settings when you print from an application. (If you change the settings from the printer driver setup screen at the time of printing, the settings will revert to the initial settings when you quit the application.)

1 Click the "start" button, and then click "Printers and Faxes".

- In Windows 2000, click the "Start" button and point to "Settings", and then select "Printers".
- In Windows Vista, click the "Start" button and select "Control Panel" and then select "Printers".
- In Windows 7, click the "Start" button, and then select "Equipment and Printers".



- In Windows XP, if "Printers and Faxes" does not appear in the "start" menu, select "Control Panel", select "Printers and Other Hardware", and then select "Printers and Faxes".
- In Windows 7, if "Equipment and Printers" does not appear in the "start" menu, select "Control Panel", select "Hardware and Sound", and then select "View Equipment and Printers".

2 Click the "SHARP AL-XXXX" printer driver icon.

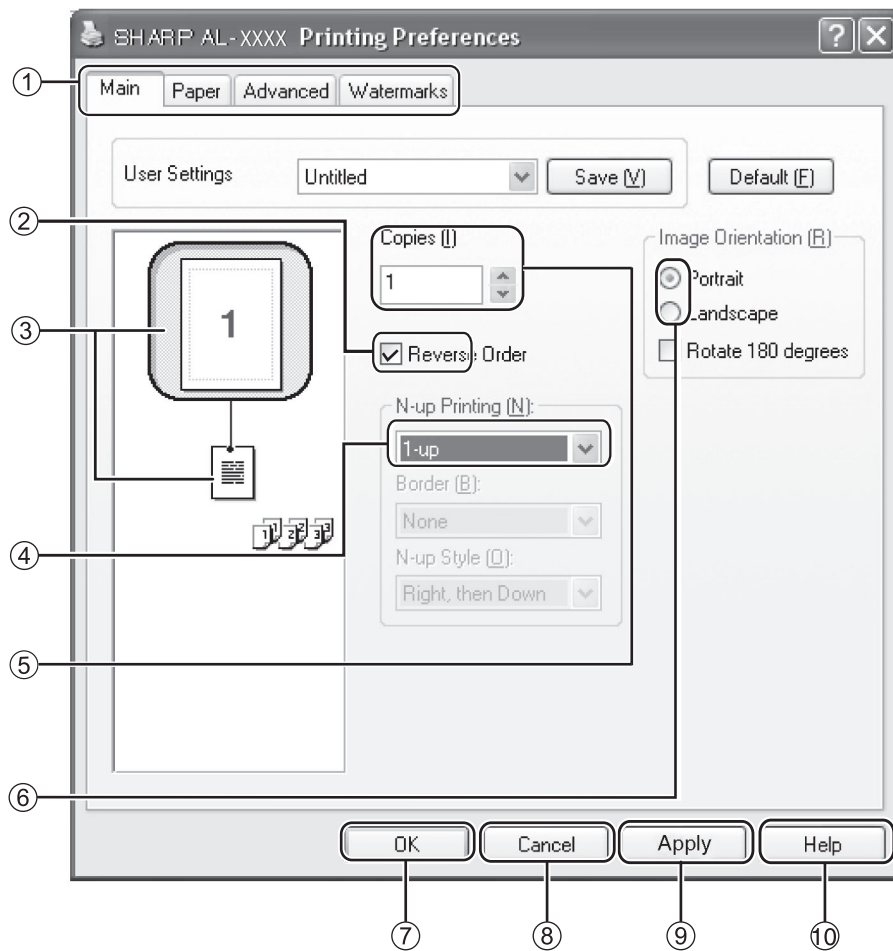
3 Select "Properties" in the "File" menu.

- In Windows Vista, select "Properties" from the "Organize" menu.
- In Windows 7, right click the printer driver icon and select "printer properties".

4 Click the "Printing Preferences" button in the "General" tab.

The printer driver setup screen will appear.
["PRINTER DRIVER SETUP SCREEN"](#) (Page 22)

PRINTER DRIVER SETUP SCREEN



- ① **Tab**
The settings are grouped on tabs. Click a tab to bring it to the front.
- ② **Checkbox**
Click on a checkbox to activate or deactivate a function.
- ③ **Print setting image**
This shows the effect of the selected print settings.
- ④ **Drop-down menu**
It allows you to make a selection from a list of choices.
- ⑤ **"Copies" button**
It allows you to select numbers of printing sets.
(Max.9 sets)
- ⑥ **Check button**
It allows you to select one item from a list of options.
- ⑦ **"OK" button**
Click to save your settings and exit the dialog box.
- ⑧ **"Cancel" button**
Click this button to exit the dialog box without making any changes to the settings.
- ⑨ **"Apply" button**
Click to save your settings without closing the dialog box.
- ⑩ **"Help" button**
Click this button to display the help file for the printer driver.

SETTING ADVANCED PRINTER FUNCTIONS

This section explains major advanced printing functions.

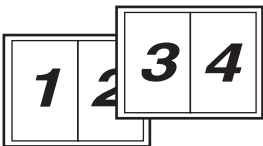
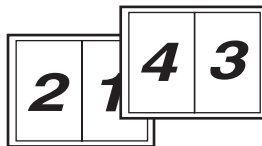
The explanations assume that the paper size and other basic settings have already been selected. For the basic procedure for printing and the steps for accessing the printer driver, please refer to "BASIC PRINTING" (Page 20).

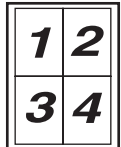
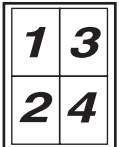

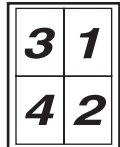
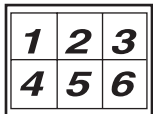
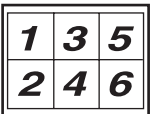
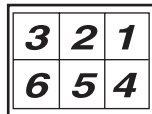
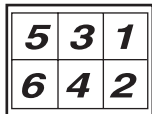
PRINTING MULTIPLE PAGES ON ONE PAGE (N-Up Printing)

This function can be used to reduce the print image and print multiple pages on a single sheet of paper.

This is convenient when you want to print multiple images such as photos on a single sheet of paper, and when you want to save paper.

The following print results will be obtained, depending on the order selected.

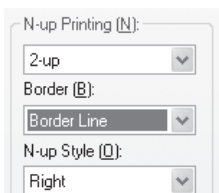
N-Up (Pages per sheet)	Print results	
	From left to right	From right to left
2-Up (2 pages per sheet)		

N-Up (Pages per sheet)	Right, and Down	Down, and Right	Left, and Down	Down, and Left
4-Up (4 pages per sheet)				
6-Up (6 pages per sheet)				

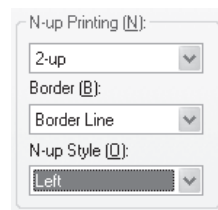
1 Click the "Main" tab in the printer driver setup screen.

3 Select the order of the pages.

2 Select the number of pages per sheet.



If you wish to print borderlines, check the "Border" box.

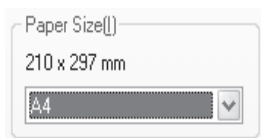


FITTING THE PRINTED IMAGE TO THE PAPER (Fit To Paper Size)

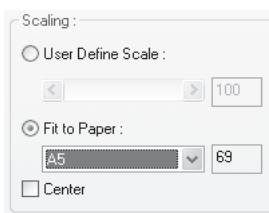
The printer driver can adjust the size of the printed image to match the size of the paper loaded in the machine. Follow the steps shown below when using this function. The explanation below assumes that you intend to print an A4 document on A5 size paper.

1 Click the "Paper" tab in the printer driver setup screen.

2 Select the original size (A4) of the printed image in "Paper Size".



3 Check the "Fit To Paper" button.



4 Select the actual size of paper (A5) to be used for printing.

The size of the printed image will be automatically adjusted to match the size of the paper loaded in the machine.

Paper Size: A4
Fit To Paper Size: A5



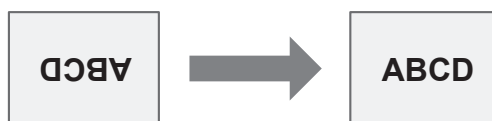
A4 size document (Paper Size)



A5 size paper (Fit To Paper Size)

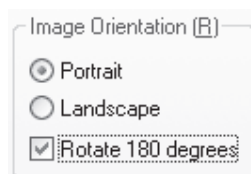
ROTATE THE PRINTED IMAGE 180 DEGREES (Rotate 180 degrees)

The function can be used to rotate the image 180 degrees so that it can be printed correctly on paper that can only be loaded in one direction.



1 Click the "Main" tab in the printer driver setup screen.

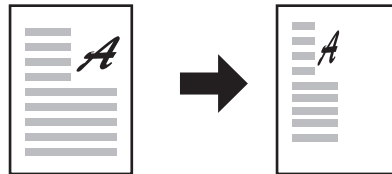
2 Check the "Rotate 180 degrees" box.



ENLARGING/REDUCING THE PRINTED IMAGE (Zoom)

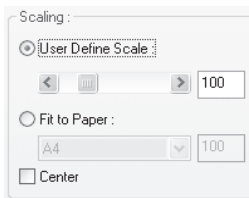
This function is used to enlarge or reduce the image to a selected percentage. This allows you to enlarge a small image or add margins to the paper by slightly reducing an image.

Note The "Scaling" is not available when "N-Up Printing" is selected.

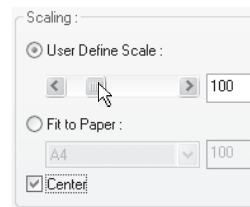





1 Click the "Paper" tab in the printer driver setup screen.

2 Check the "User Define Scale" box.



3 Select the zoom ratio.



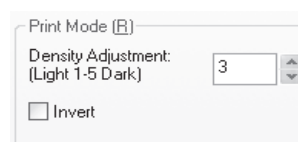
You can change the ratio by directly entering a number, dragging the slider  or using the (, ) button at an increment of 1% (Zooming ratio: 25% to 400%). You can also set the center point of the paper by checking "Center" box.

ADJUSTING THE IMAGE EXPOSURE (image adjustment)

The exposure can be adjusted in the print settings when printing a photo or other image. These settings can be used for simple corrections when you do not have image editing software installed in your computer.

1 Click the "Advanced" tab in the printer driver setup screen.

2 Press the  button to adjust the printing exposure.



You can also check the "Invert" box to print a negative image. This function can be used to reduce the toner consumption when printing documents with large areas of black (which use large quantities of toner).

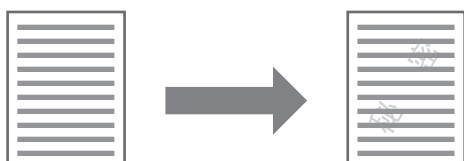
ADDING A WATERMARK TO PRINTED PAGES

(Watermark)

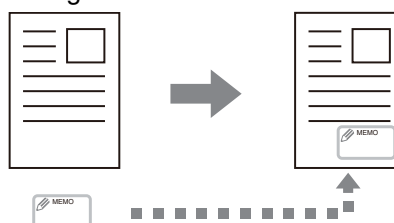
The watermark includes a text stamp and an image stamp.

- Text: Faint shadow-like text can be added to the background of the printed image as a watermark. The watermark text size, darkness, angle and position can be adjusted. The text can be selected from a pre-stored list, or entered to create an original watermark.
- Image: you can print a bitmap or JPEG image stored in your computer on the printed data. The image size, position and darkness can be adjusted. This function can be used to "stamp" the frequently used images or the logos you create onto the printed data.

Text

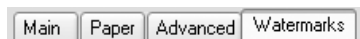


Image

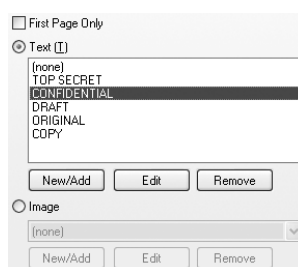


Text

1 Click the "Watermarks" tab in the printer driver setup screen.



2 Check the "Text" button.



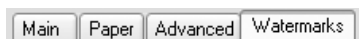
Select a saved watermark text from the list. You can click the "Edit" button to edit the font and select other detailed settings. You can also determine the watermark printing range by checking the "First Page Only" box.



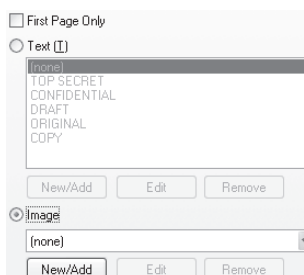
To create a new watermark, click "New/Add" button.

Image stamp

1 Click the "Watermarks" tab in the printer driver setup screen.



2 Check the "Image" button.



If an image stamp has been stored, select the stamp from the drop-down menu. If an image stamp has not been stored, click the "New/Add" button, select the file from which you want to create the image stamp, and then select other detailed settings.

You can also determine the watermark printing range by checking the "First Page Only" box.

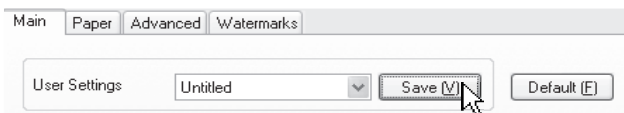
SAVING FREQUENTLY USED PRINT SETTINGS

Settings configured on each of the tabs at the time of printing can be saved as custom settings. Saving the frequently used settings under an assigned name makes it easy to select those settings the next time you need to use them.

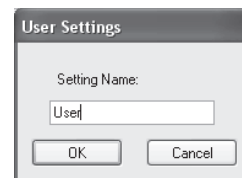
SAVING SETTINGS AT THE TIME OF PRINTING (Custom Settings)

Settings can be saved from any tab of the printer driver properties window. For the steps for accessing the printer driver, please refer to ["BASIC PRINTING" \(Page 20\)](#).

- 1** Configure the print settings on each tab and click the "Save" button on any tab.



- 2** After checking the saved settings, enter a name for the settings (maximum of 21 characters).

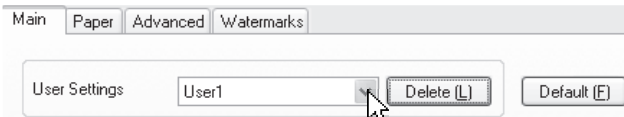


Up to 29 sets of custom settings can be saved.

- 3** Click the "OK" button.

Using the saved settings

Select the custom settings that you wish to use on any tab.



Deleting saved settings

Select the custom settings that you want to delete in ["Using the saved settings"](#) (above), and click the "Delete" button.

4

Chapter 4

SCANNER FUNCTIONS

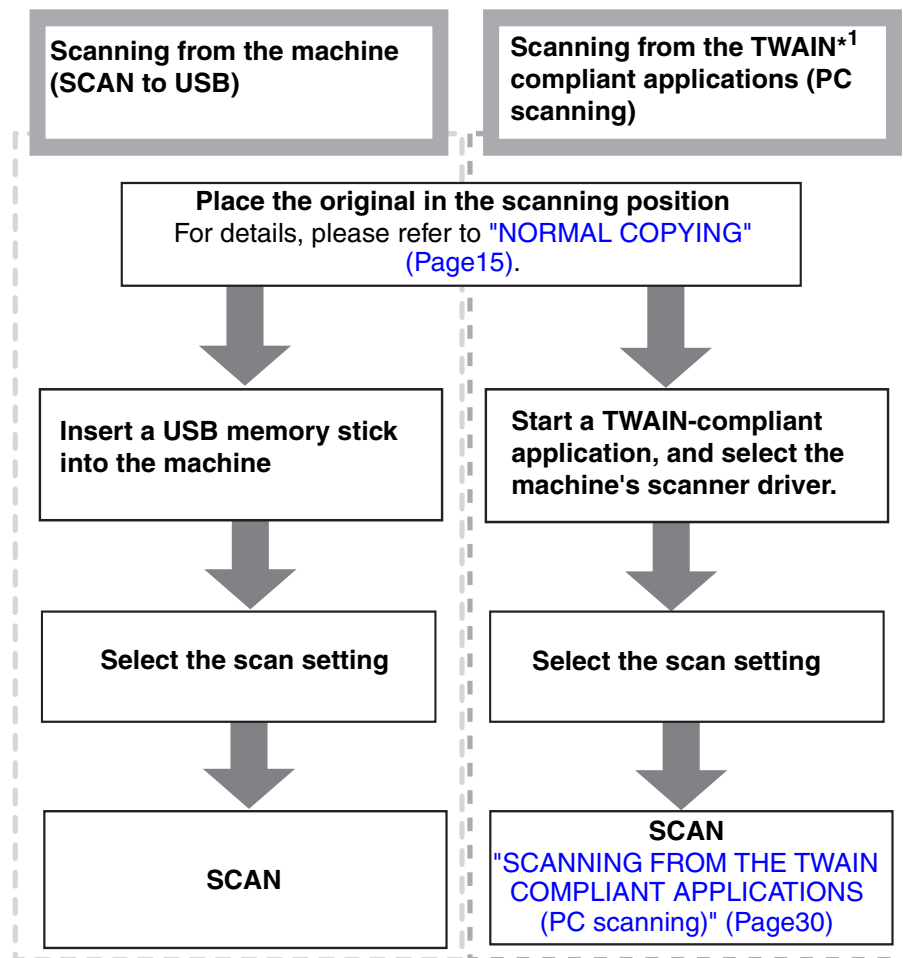
This chapter explains how to use the scanner function.



Scanning is not possible when the machine is under maintenance, or when a misfeed occurs or the machine runs out of toner, or when the drum cartridge needs to be replaced.

SCANNING OVERVIEW

The flow chart shown below provides an overview of scanning.



*1 TWAIN is an industrial interface standard for image data processing devices (including scanners). By installing a TWAIN driver on your computer, you can scan and process images using a variety of TWAIN-compliant applications.

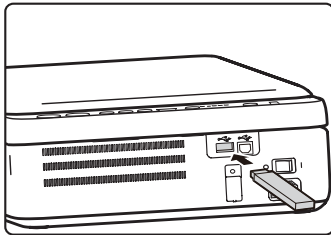
SCANNING FROM THE MACHINE

(SCAN to USB)

Send the scanned image to the USB memory connected to the machine according to the following steps. The relevant file is saved in the USB memory.

Scanning from the operation panel of the machine

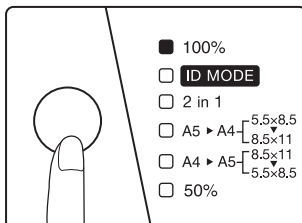
- 1 Connect the USB memory to the USB interface (A type) of the machine.**



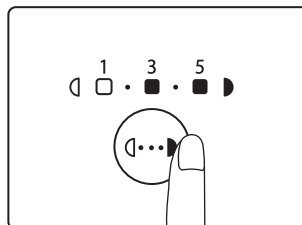
- 2 Place the original that you wish to scan on the document glass.**

For placement of the original, please refer to "[NORMAL COPYING](#)" (Page15).

- 3 Select scan settings by pressing the keys on the operation panel.**



The scanning ratio is 100%.
You can also select ID MODE.



Press the [DENSITY] key (⊕) to adjust the exposure level as needed. If exposure level 2 or 4 is selected, the two indicators of 1, 3 or 3, 5 will light simultaneously.

- 4 Press the [SCAN to USB] key (⊕) to start scanning.**

Note

- When scanning an ID card (ID card mode), the LED indicator and ID Copy indicator will flash after one side of the ID card has been scanned. Turn over the ID card on the document glass within 30 seconds and press the [SCAN to USB] key (⊕) again to finish scanning.
- To stop scanning, press the [CLEAR] key (⊖).
- To return to the default state, press the [CLEAR] key (⊖) twice.
- For restrictions on COPY/PRINT in the SCAN mode or the restrictions on SCAN in the COPY or PRINT mode, please refer to "[OPERATION IN COPY, PRINT AND SCAN MODE](#)" (Page10).
- The storage folder for normal scanning is different from that of ID card scanning. (Please use your USB memory stick icon to replace the "H" in the following paths.)
Normal scanning: H:\documents\Photo
ID card scanning: H:\documents\ID card
- Do not unplug the USB memory when the USB indicator is flashing.

SCANNING FROM THE TWAIN COMPLIANT APPLICATIONS (PC scanning)

The SHARP scanner driver is compatible with the TWAIN standard, therefore scanning from the TWAIN compliant applications is possible. The steps for using certain applications for scanning may be different from the following steps. For details, please refer to the scanner driver help file or the help file of your applications.

1 Place the original that you wish to scan on the document glass.

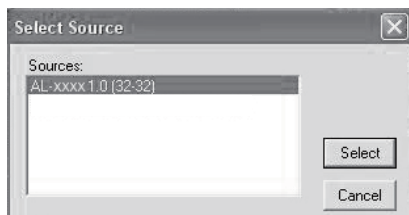
For setting the original, please refer to ["NORMAL COPYING" \(Page15\)](#).

2 Open the TWAIN compliant application, and select "Select scanner" from the "File" menu.



The method for accessing the menu to select the scanner depends upon the application. For more information, refer to the manual or the help file of your application.

3 Select "AL-XXXX 1.0(32-32)", and then click the "Selected" button.



Depending on your system, "AL-XXXX" or "AL-XXXX 1.0" may appear on the "Select Source" screen.

4 Select "Acquire image" from the "File" menu of the application.

The scanner driver setup screen will appear. ["SCANNER DRIVER SETTINGS" \(Page31\)](#)

5 Click the "Preview" button.

The preview image will appear.



If the angle of the image is not correct, reset the original, and click the "Preview" button again.

6 Specify the scanning area and set the scan preferences.

For information on specifying the scanning area and setting the scan preferences, see Scanner Driver Help.

["SCANNER DRIVER SETTINGS" \(Page31\)](#)



Scanning a large area at a high resolution will increase the volume of data and prolong the time needed for scanning. When selecting the scan preferences, it is advisable to reduce the resolution or specify a suitable scanning area.

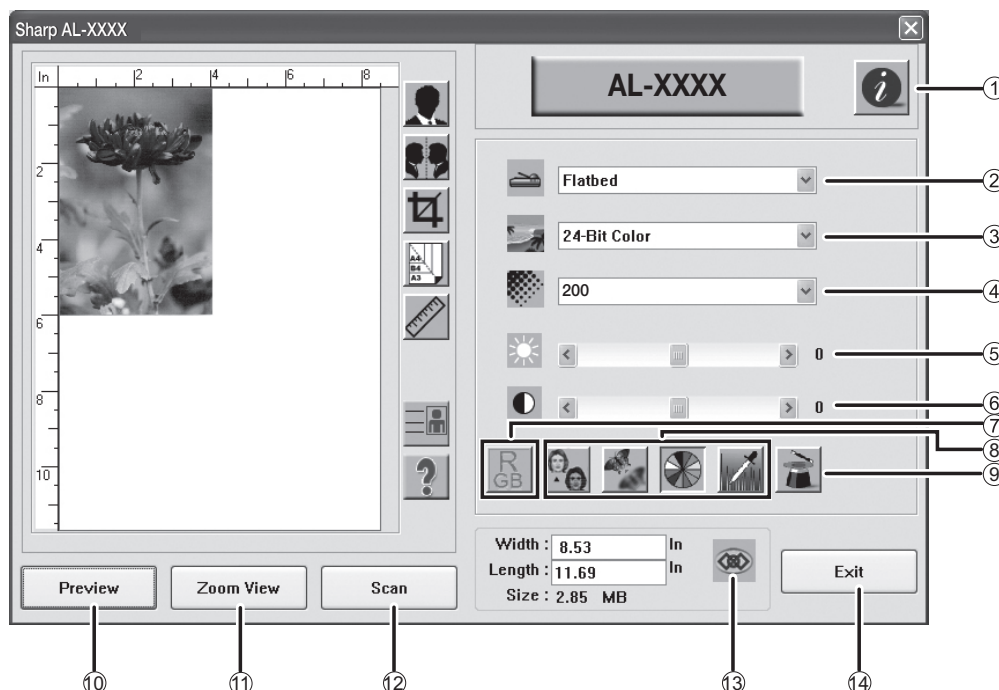
7 When you are ready to begin scanning, click the "Scan" button.



- To scan an ID card, press the "ID card" button, and click the "Scan" key to scan one side of the ID card. Then turn the ID card over on the document glass, and press the "Scan" key again to finish scanning.
- To stop scanning, press the [CLEAR] key (Ⓢ) or click [CANCEL].
- To cancel a scanning job after clicking the "Scan" button, press the [Esc] key on your keyboard.
- For the restrictions on COPY/PRINT in the SCAN mode or the restrictions on SCAN in the COPY or PRINT mode, please refer to ["OPERATION IN COPY, PRINT AND SCAN MODE" \(Page10\)](#).

SCANNER DRIVER SETTINGS

The scanner driver setup screen consists of the "Preview" screen, which enables you to select the scan setting buttons and shows the scanned image. For details on the scan settings, click the "Help" button in the preview screen to display Help.



① "Scanner Information" button

To display the scanner information and driver information.

② Scan Method menu

Platform scanning.




③ "Image Type" menu

The image types include "Black and White", "8-Bit Gray" and "24-Bit Color". For details on the settings, click the "Help" button in the preview screen to display Help.




④ "Resolution" menu

The following resolutions can be selected from the drop-down menu: 50dpi, 72dpi, 100dpi, 144dpi, 150dpi, 200dpi, 300dpi, 600dpi.

⑤ Brightness

Drag the scroll bar () or use the ( , ) button to change the brightness. The brightness range is -100 to 100.


⑥ Contrast

Drag the scroll bar () or use the ( , ) button to change the contrast. The contrast range is -100 to 100.


⑦ "RGB Adjustment" button

Click this button to adjust the RGB of the image. This button is highlighted when the "Image Type" is selected "Black and White" or "8-Bit Gray".

⑧ Image enhancement tool

"Descreen" button ()


Click this button to clear the common cloud patterns in the prints. You can select "None", "Newspaper", "Magazine" or "Catalog".

"Sharpen" button ()

Click this button to enhance the scanned image. You can select "None", "Light", "More", "Heavy" or "Extra Heavy".

"Color Adjustment" button ()

Click this button to adjust the image of the default image color.

"Auto Level" button ()

Click this button to adjust the brightest and darkest zones in order to optimize the image.

⑨ "Advanced Setting" button

Click to display the advanced image setting tools. For details on the settings, click the "Help" button in the preview screen to display Help.

⑩ "Preview" button

To preview the original.


⑪ "Zoom View" button

Click this button to enlarge the preview image size to the optimal size of the preview window.

⑫ "Scan" button

Click to scan an original using the selected settings. Ensure that the settings are correct before clicking this button.



To cancel a scanning job after clicking the "Scan" button, press the [Esc] key on your keyboard or the "CLEAR" key () on the machine.

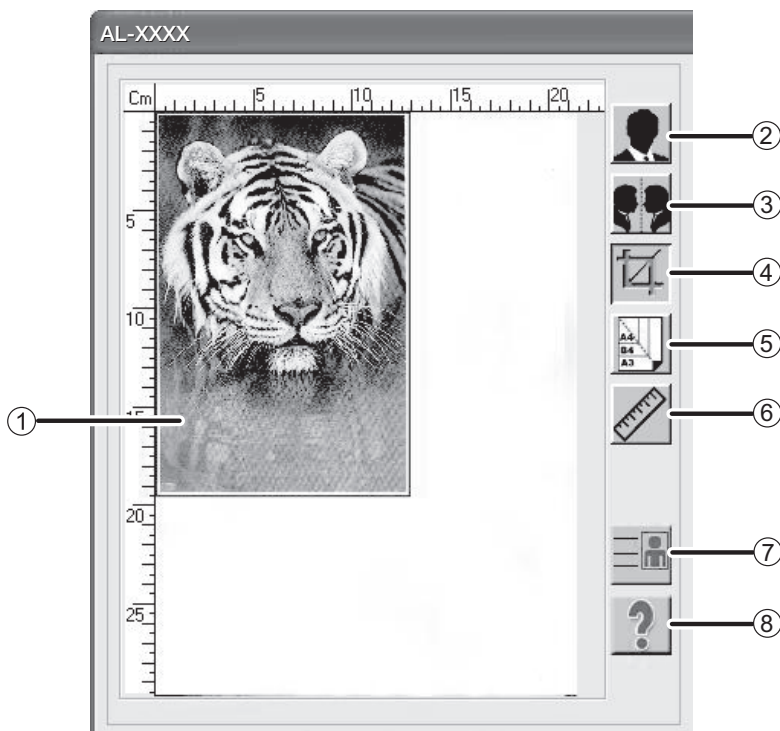
⑬ "Lock Scaling" button

Click to lock the width to height ratio of the image.

⑭ "Exit" button

Click to exit the scanner driver setup screen.

PREVIEW SCREEN



① **Preview screen**

Click the "Preview" button in the Set-up screen to display the scanned image. You can specify the scanning area by dragging the mouse inside the window. The inside of the frame created by dragging the mouse will be the scanning area.

② **"Invert" button**

Click this button to automatically change the brightness and color of the image. For color images, each pixel will be changed to its inverse color.

③ **"Mirror" button**

Click this button to scan a mirror image of the original.

④ **"Preview Auto-Area" button**

Click when the preview screen is displayed to automatically set the scanning area as the entire preview image.

⑤ **"Page Size" button**

Click this button to select the area that you want to scan. You can select "Card-4 × 2.5 inch, Photo-5 × 3.5 inch, B5, A5 or A4".

⑥ **"Units" button**

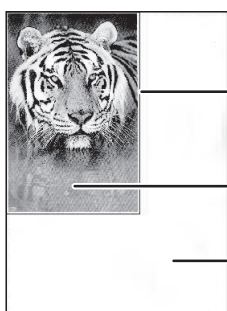
Click this button to set the unit of measurement (options: inch, centimeter or pixel.)

⑦ **ID Card**

Click this key to perform scanning in ID card mode.

⑧ **"Help" button**

Click to display the help file for the scanner driver.



Click the "Preview Auto-Area" button, and then the scanning area will be automatically set as the entire preview image.

Preview image




Preview screen

This chapter describes the steps of troubleshooting and misfeed clearing.

TROUBLESHOOTING

If you experience difficulty while using the machine, check the following troubleshooting guide before calling for service. Many problems can be easily solved by the user. If you still cannot solve the problem with the help of the troubleshooting guide, turn off the power switch and unplug the machine, and contact your dealer or the nearest authorised service department.




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MACHINE/COPYING PROBLEMS

The following problems are related to the general operation of the machine and copying.

Problem	Cause and solution	Page No.
The machine does not operate.	The machine is not plugged into a power socket. → Plug the machine into a grounded power socket.	–
	Power switch is turned OFF. → Turn the power switch ON.	6
	Warming up. → Indicates that the machine is warming up. Copies cannot be made until the machine has finished warming up.	6
	The machine is in auto power shut off mode. → In auto power shut off mode, press any key to resume normal operation.	6
Copies are too dark or too light.	Select the correct original type. → Press the [DENSITY] key (☺) to select proper exposure manually.	16
Blank copies.	The original is not placed with face down on the document glass. → Place the original face down on the document glass.	15
Part of the image is cut off or there is too much blank space.	The original was not placed in the correct position. → Place the original correctly.	15
	No appropriate ratio was selected according to the size of the original and the size of the paper. → Press the [MODE SELECT] key to have the copy made using the appropriate ratio for the original and paper.	17
Wrinkles appear in the paper or the image disappears in some places.	The paper is outside of the specified size and weight range. → Use copy paper within the specified range.	7
	Paper is curled or damp. → Do not use the curled or crimped paper. Replace it with dry copy paper. If the machine is not used for a long time, remove the paper from the feed tray, put it into a bag and store in a dark place to prevent moisture absorption.	–
Paper misfeed.	Misfeed occurs. → To clear the misfeed, please refer to "MISFEED REMOVAL".	41
	The paper is outside of the specified size and weight range. → Use copy paper within the specified range.	7
	Paper is curled or damp. → Do not use the curled or crimped paper. Replace it with dry copy paper. If the machine is not used for a long time, remove the paper from the feed tray, put it into a bag and store in a dark/shady place to prevent moisture absorption.	–
	Paper is not loaded properly. → Make sure that the paper is properly loaded.	9
	Torn pieces of paper inside the machine. → Remove all the torn pieces of the misfeed paper.	41
	Too much paper is loaded into the feed tray. → If the stack height of paper exceeds the upper limit of the paper guide, remove some of the paper to keep the stack height within the limit.	9
	The paper guide does not match the width of the paper. → Adjust the paper guide to match the width of the paper.	9
	Output tray is not expanded. → Expand the output tray.	7

Problem	Cause and solution	Page No.
Copies are smudged or dirty.	The document glass or the inside of the document cover is dirty. → Clean them regularly.	47
	The original is smudged or dirty. → Use a clean original.	–
	Paper contains excessive moisture. → Replace with dry copy paper.	–
	Please refer to "CARTRIDGE CLEANING MODE".	47
A copy job stops before it is finished.	The feed tray is out of paper. → Load paper.	9
Any one of the alarm indicators (⋯, ⊞, ⌘) is lit or blinking.	Please refer to "INDICATOR DISPLAY OF THE MACHINE STATUS AND SOLUTION" to check the meaning of the alarm indicator and error message, and take appropriate actions.	42
Lighting fixture flickers.	The same power socket is used by the lighting fixture and the machine. → Connect the machine to a power socket which is not used by other electric appliances.	–

SOFTWARE INSTALLATION PROBLEMS

If the software is not installed correctly, please check the following items on your computer.

The driver cannot be installed (Windows 2000/XP/Vista/7)

If you can not install the driver in the Windows 2000/XP/Vista/7 system, please check your computer settings according to the following steps.

1 Click the "Start" button and then click "Control Panel".

In Windows 2000, click the "Start" button, select "Settings" and then click "Control Panel".

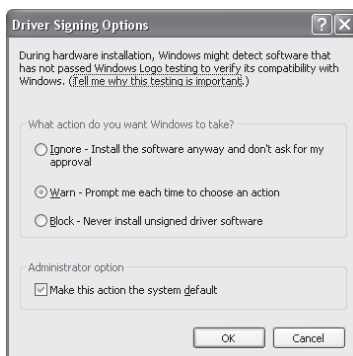
2 Click "Performance and Maintenance", and then click "System".

- In Windows 2000, double click the "System" icon.
- In Windows Vista, click "System Maintenance" and then click "System".
- In Windows 7, click "System and Safety" and then click "System".

3 Click the "Hardware" tab and then click the "Driver Signature" button.

- In Windows Vista, click "Change Settings", if a message window appears asking for your confirmation, click "Continue". Click the "Hardware" tab again and then click "Windows Update Driver Settings".
- In Windows 7, click "Change Settings", if a message window appears asking for your confirmation, click "Continue". Click the "Hardware" tab again and then click "Device Installation Settings".

4 Confirm "What action do you want the Windows to take?" ("File signature verification" in Windows 2000).



If the "Block" option is selected, the driver can not be installed. Select the "Warning" option and then install the driver according to ["SOFTWARE INSTALLATION"](#) (Page12).

- In Windows Vista, the "Windows Update Driver Settings" window will appear.
- In Windows 7, the "Device Installation Settings" window will appear.

The Plug and Play window does not appear.

If the Plug and Play window does not appear when you connect the machine to your computer with USB cable and turn on the machine power, please check whether the USB port is available according to following steps.

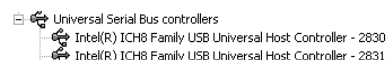
1 Click the "Start" button, click "Control Panel", and then click "Performance and Maintenance".

- In Windows 2000, click the "Start" button, select "Settings" and then click "Control Panel".
- In Windows Vista, click the "Start" button and select "Control Panel" and then select "System and Maintenance".
- In Windows 7, click the "Start" button and select "Control Panel" and then select "System and Safety".

2 Click "System", click the "Hardware" tab and then click the "Device Manager" button

- The "USB controller" will appear in the device list.
- In Windows 2000, double click the "System" icon, click the "Hardware" tab and then click the "Device Manager" button.
 - In Windows Vista, click "Device Manager", if a message window appears asking for your confirmation, click "Continue".
 - In Windows 7, click the "Device Manager" button directly.

3 Click the icon in the "Universal Serial Bus controllers".



Two items shall be displayed: your controller chipset type and root hub. If these items appear, you can use the USB port. If a yellow exclamation mark appears in the "Universal Serial Bus controllers" or the "Universal Serial Bus controllers" does not appear, you shall check your computer manual to solve the USB problem or contact your computer manufacturer.

- 4** When you confirm that the USB port has been enabled, please install the software according to "[SOFTWARE INSTALLATION](#)" (Page12).

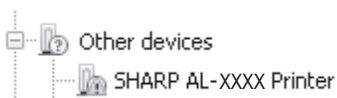
The driver cannot be installed correctly with the Plug and Play window.

If you can not install the driver correctly with the Plug and Play window (for example, the Plug and Play window appears when the files for installing the driver are not copied), please uninstall undesired devices according to the following steps, and then install the driver according to "[SOFTWARE INSTALLATION](#)" (Page12).

- 1** Click the "Start" button, click "Control Panel", and then click "Performance and Maintenance".
- In Windows 2000, click the "Start" button, select "Settings" and then click "Control Panel".
 - In Windows Vista, click the "Start" button and select "Control Panel" and then select "System and Maintenance".
 - In Windows 7, click the "Start" button and select "Control Panel" and then select "System and Safety".

- 2** Click "System", click the "Hardware" tab and then click the "Device Manager" button.
- In Windows 2000, double click the "System" icon, click the "Hardware" tab and then click the "Device Manager" button.
 - In Windows Vista, click "Device Manager", if a message window appears asking for your confirmation, click "Continue".
 - In Windows 7, click the "Device Manager" button directly.

- 3** Click the  icon beside "Other devices".



If "SHARP AL-XXXX" appears, select and delete this item.



If "Other devices" does not appear, close the "Device Manager" Window.

- 4** According to "[SOFTWARE INSTALLATION](#)" (Page12), install software.

Uninstall software

To uninstall the software, follow the steps below.

- 1** Click the "Start" button and then click "Control Panel".
- In Windows 2000, click the "Start" button, select "Settings" and then click "Control Panel".
 - In Windows Vista, click the "Start" button and then click "Control Panel".

- 2** Click "Add or Remove Programs".

- In Windows 2000, double click the "Add/Remove Programs" icon.
- In Windows Vista, click "Uninstall Program".

- 3** Select the driver from the list and uninstall the software.

For more information, refer to the manual or the help file of your operating system.

- 4** Restart your computer.

PRINTING AND SCANNING PROBLEMS

The following problems are related to the general operation of printing and scanning.

Problem	Cause and solution	Page No.
The machine cannot print.	The machine is not correctly connected to your computer. → Check both ends of the USB cable and make sure that you have a solid connection. Please use the USB cable delivered together with the machine.	–
	Copying. → Wait until the copy job is completed.	–
	Your machine is not selected correctly in the current applications for the print job. → When choosing "Print" from the "File" menu located in the applications, make sure that you have selected "SHARP AL-XXXX" printer (where XXXX is the model name of your machine) in the "Print" dialog box.	–
	The printer driver has not been installed properly. → Follow these steps to check if the printer driver is installed properly. <ol style="list-style-type: none"> Click the "start" button, and then click "Printers and Faxes". In Windows 2000, click the "Start" button, select "Settings" and then click "Printers". In Windows Vista, click the "Start" button and select "Control Panel" and then double click "Printers". In Windows 7, click the "Start" button, and then click "Equipment and Printers". If the "SHARP AL-XXXX" printer driver icon is shown but you still cannot print, it is possible that the printer driver has not been installed correctly. In this case, delete the software and then reinstall it. 	–
Printing is slow.	Simultaneous use of two or more applications. → Exit all the undesired applications before printing.	–
The printed image is light and uneven.	The paper is loaded in such a way that the printing takes place on the back side of the paper. → Some paper types have printable front and back sides. If the paper is loaded in such a way that printing takes place on the back side, toner will not adhere well to the paper and high-quality images cannot be produced.	9
The printed image is dirty.	You are using the paper that is outside the specified size and weight range. → Use copy paper within the specified range.	7
	Paper is curled or damp. → Do not use the curled or crimped paper. Replace it with dry copy paper. If the machine is not used for a long time, remove the paper from the feed tray, put it into a bag and store in a shady and cool place to prevent moisture absorption.	–
	You did not set sufficient margins in the paper settings of your application. → The top and bottom of the paper may be dirty if the margins are set outside of the specified print area. → Set the margins in the software application within the specified print area.	–
	Please refer to "CARTRIDGE CLEANING MODE".	47

Problem	Cause and solution	Page No.
The printed image is skew or it runs off the paper.	The paper loaded in the feed tray does not have the same size as that specified in the printer driver. → Check if the "Paper Size" options suit the size of the paper loaded in the feed tray. → If the "Fit To Paper Size" setting is activated, make sure that the paper size selected from the drop-down list is the same as the size of the loaded paper.	—
	The document direction setting is not correct. → Click the "Main" tab in the printer driver setup screen, and verify if the "Image Orientation" option is set to your requirements.	—
	Paper is not loaded properly. → Make sure that the paper is properly loaded.	9
	You did not correctly specify the margins for the application in use. → Check the layout of the document margins and the paper size settings for the application you are using. And check if the print settings are specified correctly to suit the paper size.	—
The printed image is darker or lighter than expected.	The setting for the print density is not appropriate. → You can adjust the print density on the printer driver. Click the "Advanced" tab in the printer driver setup screen and select the "Density Adjustment" from 1 (light) to 5 (dark).	—
Any one of the alarm indicators (, ,) is lit or blinking.	Please refer to "INDICATOR DISPLAY OF THE MACHINE STATUS AND SOLUTION" to check the meaning of the alarm indicator and error message, and take appropriate actions.	42
Poor scanning quality.	The document glass or the inside of the document cover is dirty. → Clean them regularly.	47
	The original is smudged or dirty. → Use a clean original.	—
	You have not specified a suitable resolution. → Make sure that the resolution setting in the scanner driver is appropriate for the original.	—
	Scanning a large area at high resolution → If you attempt to scan a large area at high resolution and there is insufficient memory in the machine to hold the scanned data, please scan at a lower resolution or decrease the scanning area.	—
	The brightness and contrast settings are not suitable. → If you are scanning with a TWAIN-compliant application and the resulting image has unsuitable brightness or contrast (for example, it is too light), click "Colour Adjustment" or "Auto Level" to adjust it. Click the "Hue/Saturation/Lightness" in the "Advanced setting" to adjust the image while viewing the output image on the screen.	—
	The original was not placed in the correct position. → Place the original correctly.	15

Problem	Cause and solution	Page No.
Unable to scan the image.	If scanning is disabled, shut down your computer, turn off the machine power switch, and unplug the machine power cord. Then, restart your computer, restore power to the machine, and try scanning again. If scanning is still disabled, check the following items.	–
	Your application is not TWAIN compliant. → If your application is not TWAIN compliant, you can not scan. Make sure that your application is TWAIN compliant.	–
	You have not selected the scanner driver of the machine in your application. → Make sure that the machine's scanner driver is selected in your TWAIN-compliant application.	–
	You have not specified all the scanning preferences appropriately. → Scanning a file with large area at high resolution results in a large quantity of data and a prolonged scanning time. The scanning preferences should be set appropriately for the type of original to be scanned, i.e., Newspaper, Magazine, Catalogue.	–
	There is not enough machine memory. → The scan resolution will vary depending on the scanning area and how much memory in the machine is free.	–
Scanner transfer speed is slow.	Your computer does not meet the system requirements for the USB 2.0 interface (Hi-Speed mode). → See "System requirements for USB 2.0 (Hi-Speed mode)" in Chapter 1 to configure your system as required for USB 2.0, and check if "Hi-Speed" is set.	14

MISFEED REMOVAL

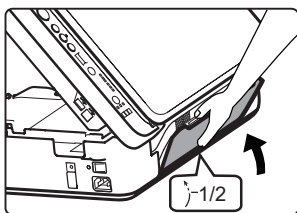
When a misfeed occurs, the misfeed indicator (8ΛV) will blink and the machine will automatically stop working.



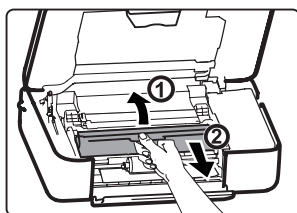
The paper may tear when you remove a misfeed paper. In this event, be sure to remove all the torn pieces of paper from the machine. Take care not to touch the drum cartridge (the green part). Any scratches or damage to the surface of the drum will cause dirty copies.

Troubleshooting for misfeed

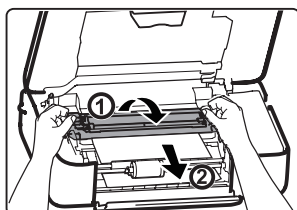
- 1** Push the output tray to the middle position.



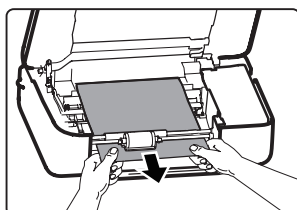
- 2** Lift the scanner document glass locking handle, open the cover of the machine, lift it and remove the cartridge following the direction of the arrow (place it horizontally).



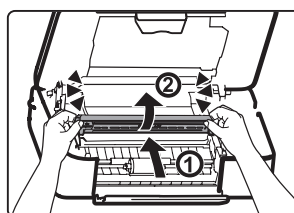
- 3** Hold the green-marked position with your both hands and rotate in the direction of the arrow, and take out the drum cartridge (place it on a clean surface).



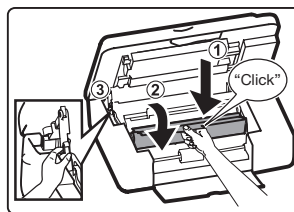
- 4** Take out the misfeed paper and be careful not to tear it.



- 5** Aim the drum cartridge to the bayonet of the machine, insert it into the bayonet and rotate in the direction of the arrow.



- 6** Insert the toner cartridge into the bayonet of the machine, press it down in the direction of the arrow until a "click" is heard. Gently lift support bar at the green-marked and pull to a half-closed position, and then gently lift the bar again until the cover is completely closed.



The misfeed indicator (8ΛV) will go out.





























If the misfeed indicator (8ΛV) does not stop blinking, check for any torn pieces of paper in the machine.



- Do not touch the drum cartridge (green portion) when removing the misfeed paper. Doing so may damage the drum and cause smudges on copies.
- While closing the cover of the machine, please beware of clamping your fingers.
- Confirm whether the original is placed slant or not when making copies again.
- Toner remained on the feed roller may re-affect the quality of copying original when removing the misfeed paper.

INDICATOR DISPLAY OF THE MACHINE STATUS AND SOLUTION

No	Indication		Status, Cause and Solution	Page	
1		Toner cartridge replacement required indicator	Blinking together	Toner cartridge or drum cartridge is not installed. Install toner cartridge and drum cartridge.	45,46
		Drum cartridge replacement required indicator			
2		LED Indicator	Blinking	The output tray is closed. Only scan function can be used. To copy or print, please expand the output tray.	15
3		LED Indicator	Blinking together	Paper misfeed occurs. Remove the misfeed paper.	41
		Misfeed indicator			
4		Toner cartridge replacement required indicator	Blinking together	Cover is open. Close the cover.	41,45
		Drum cartridge replacement required indicator			
		Misfeed indicator			
5		LED Indicator	Blinking in turn	Continuous copying. The copy speed slows down for a while.	-
	Remaining copy count	LED Indicator			
6		LED Indicator	Blinking in turn	Continuous printing. The print speed slows down for a while.	-
		LED Indicator			
7		LED Indicator	Blinking	Paper out. Feed paper and press the start key.	15
8		LED Indicator	Light	The toner is about to run out. Prepare the new toner cartridge. By replacing the toner cartridge, the counter will be cleared automatically.	45
9		Drum cartridge replacement required indicator	Light	The life of the drum cartridge is about to end. Preparing to replace the drum cartridge.	46
10		Drum cartridge replacement required indicator	Blinking	The life of the drum cartridge ends. The machine stops working. Replace the drum cartridge, and the count of the drum cartridge should be cleared.	46
11		LED Indicator	Blinking one by one	The loaded paper size is wrong. Press "C" key to clear the error.	7, 9
		LED Indicator			
12	One of the number ( - )	LED Indicator	Light	The machine is in ready status.	-
		Drum cartridge replacement required indicator	Off		
		Misfeed indicator	Off		
13		LED Indicator	Rotate in circle	Machine is transferring data.	-
		LED Indicator			
		LED Indicator			
		LED Indicator			
14		LED Indicator	Blinking one by one	USB access problem. Check if there is any obvious damage sign. Or, replace the USB device.	29
		LED Indicator			
		LED Indicator			
		LED Indicator			
15		LED Indicator	Blinking one by one	USB device is memory full. Check if there is memory space for storage.	29
		LED Indicator			
		LED Indicator			
		LED Indicator			
16	"100%" ratio	Mode LED	Blinking	Auto power shut off mode. To restore normal operation, press any key.	6
	-	Other Indicator/LED	Off		

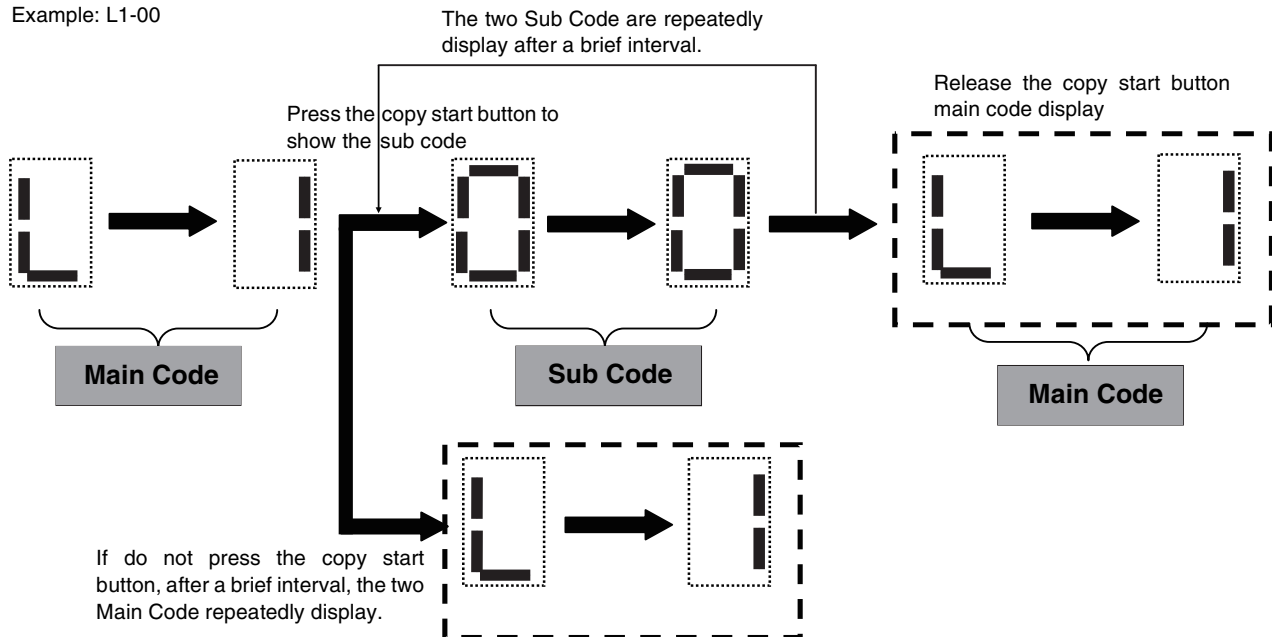
ERROR CODE AND SOLUTION

SN	Main code	Sub code	Content	Solution
1	E7	10	Scanner trouble	Turn off the power. Then turn on and check it.
2	E7	11	Scanner trouble	Turn off the power. Then turn on and check it.
3	E7	20	LSU trouble	Turn off the power. Then turn on and check it.
4	F5	02	Scanner trouble	Turn off the power. Then turn on and check it.
5	L1	00	Scanner trouble	Turn off the power. Then turn on and check it.
6	L3	00	Scanner trouble	Turn off the power. Then turn on and check it.
7	L4	58	Motor trouble	Clear it by service.
8	L6	10	LSU trouble	Turn off the power. Then turn on and check it.
9	U2	04	Memory error	Turn off the power. Then turn on and check it.

*If the problem persists, please contact the dealer or nearest authorized service representative.

Main code will be displayed upon machine error, and the sub code will be displayed when the "start" key is pressed. The display interval between the two main codes is about 0.5 second. The interval for the cyclic display of the two codes is 0.25 second. The display interval of the sub codes is the same as that of the main codes (See the following display example for the error code of LED indicator).

Example: L1-00



6

Chapter 6

ROUTINE MAINTENANCE


This chapter explains how to replace the toner and drum cartridge, clean the machine and store the supplies.

REPLACING TONER CARTRIDGES

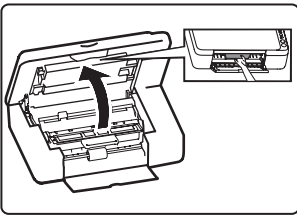
Please replace the toner cartridge according to the following steps.



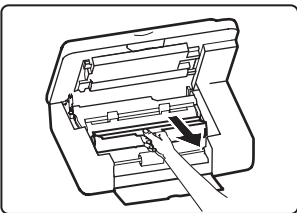
The following phenomena indicate that the cartridge has run out of toner, please replace it with a new cartridge.

- When the "toner cartridge replacement required" indicator () is on.
- If the copies show white lines, light-colored printing or fogged image.

- 1 Lift the document glass locking handle and open the cover of the machine.**

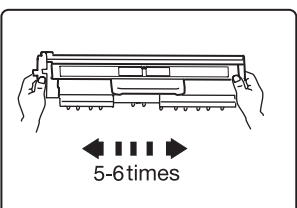


- 2 Remove the old cartridge following the upward direction of the arrow.**



After removing the old cartridge, do not shake it or tap it. Otherwise toner may leak from the cartridge. Immediately put the old cartridge in the bag of the new cartridge. Dispose of the old cartridge according to local regulations.

- 3 Take the new cartridge out of the bag, grasp the cartridge on both sides and shake it horizontally five to six times.**

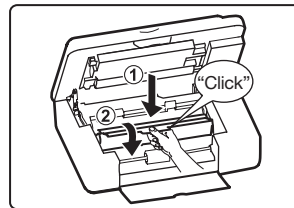


Please give priority to using the toner delivered together with the machine when using the toner cartridge for the first time.



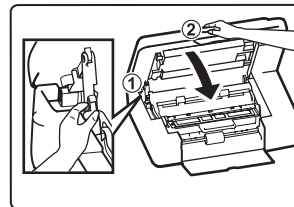
Grasp the cartridge grips when holding the cartridge.


- 4 Hold the new cartridge by its grips, and insert it at a 45-degree angle towards the slot. Press it down until a "click" is heard.**



If there is any dirt or dust on the new toner cartridge, remove it before installing the cartridge.

- 5 Gently lift the support bar at the green-marks and pull to a half-closed position, and then gently lift the bar again until the cover is completely closed. Connect the power.**



The "toner cartridge replacement required" indicator () will go out.

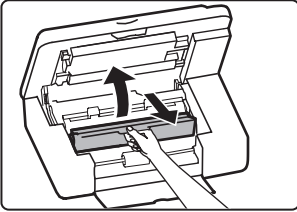


- Before closing the cover, make sure that the new toner cartridge is correctly installed.
- Confirm whether the original is placed slant or not when making copies again.

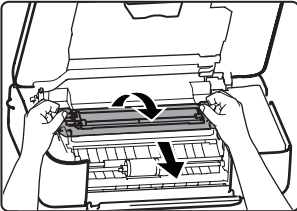
REPLACING DRUM CARTRIDGES

Please replace the drum cartridge according to the following steps.

- 1** Open the cover of the machine and remove the toner cartridge.



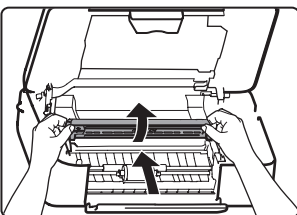
- 2** Hold the green-marked position with your both hands and rotate in the direction of the arrow, and take out the old drum cartridge.



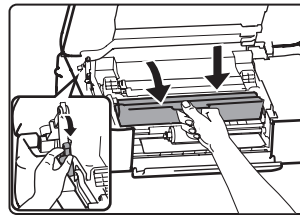
! Caution

Do not touch the surface of the drum (green portion) of the drum cartridge when replacing the drum cartridge. Doing so may damage the drum and cause smudges on copies.

- 3** Aim the new drum cartridge to the bayonet of the machine, insert it into the bayonet, rotate in the direction of the arrow and insert the drum cartridge until a "click" is heard.



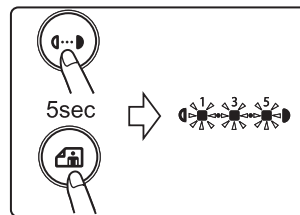
- 4** Insert the toner cartridge into the bayonet of the machine, press it down in the direction of the arrow until a "click" is heard. Gently lift support bar at the green-marked and pull to a half-closed position, and then gently lift the bar again until the cover is completely closed.



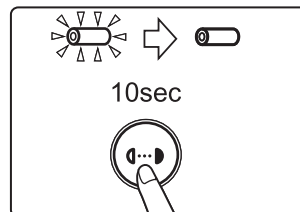
Note

Before closing the cover, make sure that the new drum cartridge is correctly installed.

- 5** Turn on the power, press the [DENSITY] key and [PHOTO MODE] key at the same time until all indicators except for [PHOTO MODE] indicator light on.



- 6** Press the [DENSITY] key again until the indicators return to normal status. Confirm whether the indicator of the drum cartridge is light off.



The useful life of the drum cartridge is approximately 8000 copies*. When the internal counter reaches approximately 7700 copies, the drum cartridge replacement required indicator will light up. For more information on purchasing a drum cartridge, see "ABOUT SUPPLIES" (p.48). When the drum cartridge replacement required indicator blinks, the machine will stop operating until the cartridge is replaced. Replace the drum cartridge at this time.

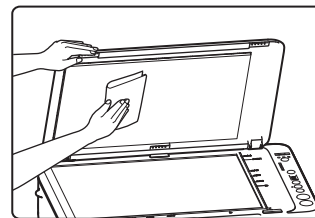
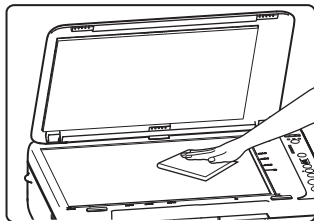
* Based on copying onto A4 or letter size paper at 6% toned area.



Do not remove the protective cover on the drum portion (black paper) of a new drum cartridge before use. The cover protects the drum against external light.

CLEANING THE DOCUMENT GLASS AND DOCUMENT COVER

If the document glass or the underside of the document cover become dirty, the dirt may appear on copies. Always keep these parts clean.



Stains or dirt on the document glass will also be copied. Wipe the document glass and the underside of document cover with a soft, clean cloth.

If necessary, dampen the cloth with water. Do not use thinner, benzene, or similar volatile cleaning agents.



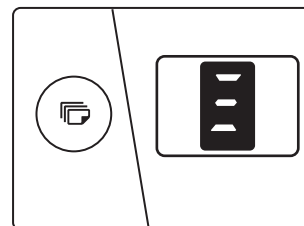
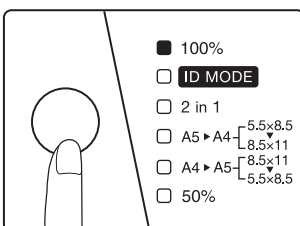
Do not spray flammable cleaner gas. Gas from the spray may come in contact with the high-temperature parts of the internal components, creating a risk of fire or electric shock.

CARTRIDGE CLEANING MODE

If printed images are smudged or dirty under the humid environment, please execute cartridge cleaning mode.

1 Press the mode select key for approx. 5 seconds.

2 The () blinks in the display, and cartridge cleaning mode starts.



If the printed images are not improved, please repeat the cleaning mode a few times. Please run cartridge cleaning mode only when needed, as it consumes cartridges.

ABOUT SUPPLIES

When ordering supplies, please use the correct part numbers as listed below.



Note

Be sure to use only genuine SHARP parts and supplies.

SHARP



GENUINE SUPPLIES

For best copying results, be sure to use only SHARP products.
Only genuine SHARP consumables carry the Genuine Supplies label.

Supply list

Supply	Part number	Usable life
Toner cartridge	AL-103TD	Approx. 2,000 sheets*
Drum cartridge	AL-103DR	Approx. 8,000 sheets

* Based on copying onto A4 or letter size paper at 6% toned area (The life of the Toner cartridge which has been included in the unit at the factory is approximately 1,000 sheets.)

Proper storage

1. Store the supplies in a location that is:
 - clean and dry,
 - at a stable temperature,
 - not exposed to direct sunlight.
2. Store paper in the wrapper and lying flat.
3. Paper stored in packages standing up or out of the wrapper may curl or become damp, resulting in paper misfeeds.

Storing toner cartridges

Store a new toner cartridge box horizontally with the top side up. Do not store a toner cartridge standing on end. If stored standing on end, the toner may not distribute well even after shaking the cartridge vigorously, and will remain inside the cartridge without flowing out.

Supply of spare parts and consumables

The supply of spare parts for repair of the machine is guaranteed for at least 7 years following the termination of production. Spare parts are those parts of the machine which may break down within the scope of the ordinary use of the product, whereas those parts which normally exceed the life of the product are not to be considered as spare parts. Consumables too, are available for 7 years following the termination of production.

OPERATION GUIDE

SHARP®